

Date-September 1, 2012

Manual - Assisted Living Facility Assessment Manual

Transmittal # - 234

The following acronyms are used in this transmittal:

AG-Auxiliary Grant

ALF-Assisted Living Facility

DMAS-Department of Medical Assistance Services

GR-General Relief

IAL-Intensive Assisted Living

LDSS-Local Department of Social Services

SB-Senate Bill

UAI-Uniform Assessment Instrument

The purpose of this transmittal is to provide revised guidance for the Adult Services Program. Unless otherwise stated, the provisions included in this transmittal are effective upon receipt.

The Assisted Living Facility Manual content was updated to bring it in line with current legislation and DSS regulations. The Manual has also been redesigned and reformatted to more closely resemble the Adult and Family Services manual. The October 2007 version of the Assisted Living Facility Assessment Manual should be replaced with this version.

This transmittal and manual are available on SPARK at <http://spark.dss.virginia.gov/divisions/dfs/as/manual.cgi> and on the Department of Social Services public website at <http://www.dss.virginia.gov/family/as/servtoadult.cgi>.


Significant changes to the manual are as follows:

Section	Significant Changes
Entire Manual	Adds links to relevant Code of Virginia and Virginia Administrative Code citations.
Entire Manual	Removes examples of forms and provides links to forms throughout the manual content.
Entire Manual	Removes references to First Health and replaces it with Xerox, the current name of this DMAS provider.
Entire Manual	Removes references to \$3 and \$6 supplemental payments made by DMAS to ALF providers for individuals that are assessed at assisted living or IAL waiver level of care. These supplemental payments were eliminated effective July 1, 2010.
Entire Manual	Removes all references to IAL Waiver as this

	waiver ended in 2000 and supplemental payments for “grandfathered” recipients ended in 2010.
Entire Manual	Clarifies that the “Appendix K, Indicators for Referral to the Department of Behavioral Health and Developmental Services” is a tool that is used to determine if an individual requires a referral to mental health, intellectual disability, or substance abuse services and it is not a document that should be filled out.
Entire Manual	Clarifies that LDSS are not required to send the assessment/reassessment packages to Xerox.
Entire Manual	Removes references to GR recipients’ eligibility for AG if they are residing in “district” or “public” homes.
Section 1.3	Changes Code of Virginia citations in the definition of “public human services agency” as a result of SB 678 (2012).
Section 1.11	Adds information about the UAI classroom training and how to register for the course.
Section 1.12	Adds guidance that the assessor should determine if the individual has completed an application for AG.
Section 1.13	Changes timeframe for completing the assessment process from two weeks to 30 days from the date of the request for an initial assessment.
Section 1.16	Provides updated guidance on who may sign a consent form on behalf of an individual who is unable to consent.
Section 1.28	Provides clarification on admitting individuals with serious cognitive impairments to an ALF.
Section 1.39	Clarifies that the Division of Licensing Programs considers respite care admissions to ALFs to be separate admissions.
Section 1.53	Clarifies that assessment related forms must be retained for five years from the date of the assessment.
Appendix A	Moves general information about the AG Program from the manual content to Appendix A.
Appendix E	Provides additional information on assessing skin breakdown.

Appendix I	Directs qualified assessors (except LDSS assessors) to a DMAS website for additional information about completing the CMS-1500 form.
Appendix M	Updates contact information for DSS Adult Services and Licensing Programs and other state agencies.
Appendix N	Identifies forms used during the assessment process. Provides links to forms.

Questions about this transmittal should be directed to the AS/APS Regional Program Consultant.



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Commissioner